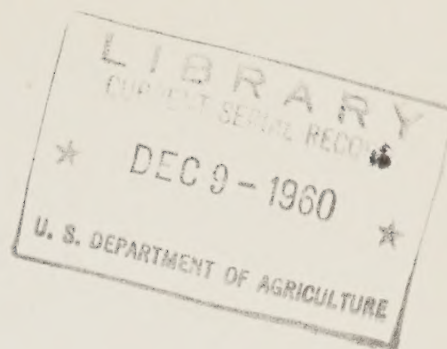


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ANNUAL REPORT

1958-59

GRADUATE SCHOOL
UNITED STATES DEPARTMENT OF AGRICULTURE
Washington 25, D. C.

ANNUAL REPORT

Table of Contents

	<u>Page</u>
Memorandum to Honorable Ezra Taft Benson.	1
Memorandum to Chairman, General Administration Board.	1
General Administration Board, Officers and Council.	2
General Statement	3
Organization and Staff.	3
The Regular Program	4
Courses at the National Institutes of Health	4
Courses Held at Other Locations.	4
Special Programs	4
The Correspondence Program	4
Public Lectures	5
The Graduate School Press	5
Supporting Services	6
Bookstore	6
Library	6
Instruction Improvement Activities	6
Faculty Workshop	6
Monthly Luncheons	6
Newsletter	6
Annual Faculty Dinner	6
Visual Aids.	7
Looking Ahead	7
Goals.	7
Finances	8

UNITED STATES DEPARTMENT OF AGRICULTURE
GRADUATE SCHOOL
WASHINGTON 25, D. C.

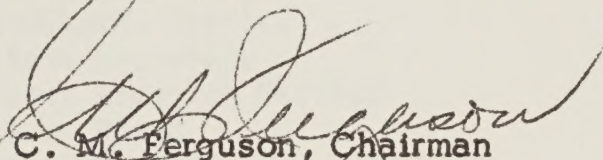
October 20, 1959

Hon. Ezra Taft Benson
Secretary of Agriculture

Dear Mr. Secretary:

The General Administration Board submits herewith the Report of the Graduate School governing activities in the school year from September 1, 1958, to August 31, 1959. A brief report on finances is included.

Sincerely yours,



C. M. Ferguson, Chairman
General Administration Board

UNITED STATES DEPARTMENT OF AGRICULTURE
GRADUATE SCHOOL
WASHINGTON 25, D. C.

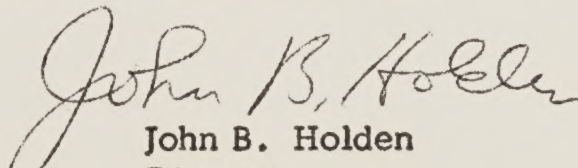
August 31, 1959

Mr. Clarence M. Ferguson, Chairman
General Administration Board

Dear Mr. Ferguson:

I submit herewith the annual report of the United States Department of Agriculture Graduate School for the year ending August 31, 1959.

Sincerely yours,



John B. Holden
Director

UNITED STATES DEPARTMENT OF AGRICULTURE
Ezra Taft Benson, Secretary of Agriculture

GRADUATE SCHOOL

General Administration Board

Clarence M. Ferguson, B.S.A., Administrator, Federal Extension
Ernest C. Betts, Jr., Director of Personnel
C. O. Henderson, M.S., Chief, Employee Performance and Development, Office of
Personnel
R. E. McArdle, PH.D., Chief, Forest Service
True D. Morse, B.S.A., Under Secretary of Agriculture
Max Myers, Ph.D., Administrator, Foreign Agricultural Service
Ralph S. Roberts, LL.M., Administrative Assistant Secretary
Byron T. Shaw, Ph.D., Administrator, Agricultural Research Service
C. N. Shepardson, M.S., Governor, Federal Reserve Board
R. B. Tootell, M.S., Governor, Farm Credit Administration
Oris V. Wells, B.S., Administrator, Agricultural Marketing Service

Officers

John B. Holden, Ph.D., Director
Edmund N. Fulker, M.S., Assistant Director
Constance G. Coblenz, M.A., Registrar
Ruth O. Carlock, B.A., Administrative Officer
Vera E. Jensen, Information and Library Services
Timothy E. Smith, M.A., Counseling Service
Dwight L. Myers, Treasurer
Foster E. Mohrhardt, M.A., Librarian

Graduate School Council

E. L. LeClerc	Department of Biological Sciences
E. J. Peterson	Department of Correspondence
J. Kendall McClarren	Department of Languages and Literature
R. Ralph Stauber	Department of Mathematics and Statistics
Henry A. Donovan	Department of Office Techniques and Operations
Henry Stevens	Department of Physical Sciences
John H. Thurston	Department of Public Administration
Bushrod W. Allin	Department of Social Sciences
J. P. Schaenzer	Department of Technology
John B. Holden	Chairman

REPORT OF THE U. S. DEPARTMENT OF AGRICULTURE
GRADUATE SCHOOL
1958-59

This past year has been marked by: (1) a larger enrollment in after-hours courses and correspondence work; (2) an exceptionally challenging lecture series on the frontiers of science; (3) a vigorous effort through a faculty workshop and luncheons to evaluate and improve our teaching techniques; and (4) significant additions to our program designed to meet the changing educational needs of individual students and government agencies under the New Federal Training Act.

One of the most rewarding aspects of the past year has been the good will, advice, and assistance which we have received from the administrative board, committee chairmen and members. The success of the Graduate School depends on the volunteer efforts and support of the many persons associated with its operation. Without this cooperation our program could not progress. The student body has supported the administration of the program by demonstrating enthusiasm for their courses and confidence in their instructors. A special vote of thanks goes to the many employment development officers who have referred their employees to our program.

In the light of the new training legislation which recognizes the ever increasing need for adult education, the future of the Graduate School looks bright. As new problems and interests arise, we should be ready to modify and expand our offerings to meet them. We must evaluate and plan with care so as to keep our course offerings in harmony with academic, technical, and cultural trends within government.

To date there has been ample evidence that the services of the Graduate School have been appreciated; and if we can maintain our high standards of service, our future activities should bring even greater prestige to the program. We are confident that a broad and dynamic program of graduate courses and specialized training will provide educational opportunities that will not only enrich the lives of individual students but will improve the quality of the service they render the Federal government.

Organization and Staff Changes

There has been one change in the membership on the General Administration Board. Former Assistant Secretary of Agriculture, Dr. Don Paarlberg has been replaced by Dr. Max Myers, Administrator, Foreign Agricultural Service.

The Graduate School Council has been changed with the appointment of Mr. J. P. Schaenzer as head of the Department of Technology, replacing Mr. Reginald Hainsworth.

Action at a Board meeting in February brought the selection of Edmund Fulker as Assistant Director, filling the position which had continued to remain vacant during the first three-fourths of the year.

The Regular Program

The regular program of evening courses was reviewed again this year and a number of changes made. Registration for the year was 7,447 which is a substantial increase over the 6,497 registrations for the previous year. This represented 6,706 different individual students.

In addition to frequent contacts with employment development officers throughout the year, two luncheons were held as a continuation of the plan for such meetings of previous years. These contacts with training officers allow us to inform them of the Graduate School programs and moreover bring us comments, questions and suggestions which in turn aid us in meeting the needs of Federal Agencies.

Courses at National Institutes of Health

The National Institutes of Health's education center continues to render services which appear to be meeting the needs and desires of scientific personnel of NIH and in the hospitals and health centers in the area. Most of these courses continue to be scientific and technical. The Planning is done by committees at NIH.

The administration of this center has worked out very satisfactorily for the Graduate School. Despite the distance of the NIH from our offices, the Graduate School has attempted to provide them with the supporting services rendered classes held in downtown locations.

Courses Held at Other Locations

In addition to courses at the National Institutes of Health, classes have been held at 25 other locations in and around the Washington, D. C. area, including 38 courses conducted at the Department of Health, Education and Welfare.

Special Programs

With the employment of the new Assistant Director we have begun to give increased attention to the development of special programs including institutes, workshops, short courses, seminars and related educational offerings. As an example, in July the Department of Agriculture transferred the operation of its Reading Improvement Program to the Graduate School. This action set a precedent in that it brought to the Graduate School two full time faculty members for the first time in its history.

The Correspondence Program

Three new courses have been prepared and will be offered starting the fall of 1959:

1. Federal Personnel Procedure
2. Plain Letter Writing
- e. Directed Change in Contemporary Cultures

A total of twenty correspondence courses are now being offered by the Graduate School. Last year approximately 1,750 students were registered in our correspondence program. Registrants were limited to field employees in the United States and in 55 foreign countries. Additional correspondence courses may be developed as needs become apparent and resources exist to meet these needs.

Lists of courses offered by the Extension Divisions of the land-grant colleges and universities are kept and those who make inquiry about programs offered by these institutions are given such information. An attempt is made to avoid duplicating or competing with the correspondence offerings of these institutions.

Public Lecture Series

The lectures series was chaired by Dr. Sterling Hendricks, ARS, who was extremely successful in getting top-notch talent and making worthwhile presentations to the lecture series.

During the year a series of 8 free public lectures on science was conducted:

1. October 29 "Education in Science - 1958"
Bowen C. Dees, National Science Foundation
2. November 12 "Research in Color Vision"
Dean B. Judd, National Bureau of Standards
3. November 26 "Molecular Patterns in Life"
C. B. Anfinsen, National Institutes of Health
4. January 7 "Elementary Particles in Parity"
R. W. Hayward, National Bureau of Standards
5. January 21 "Interaction of Monoamin E. Oxidase Inhibitors
(Psychic Energizers) with Brain Hormones"
Sydney Spector, National Institutes of Health
6. February 4 "Jet Propulsion"
R. E. Gibson, John Hopkins University
7. February 18 "Intricacies of the Mitochondrial Cytochromes"
W. W. Wainio, Rutgers University
8. May 13 "Frontiers of Space Science"
Robert M. Page, Naval Research Laboratory

The Graduate School Press

The Graduate School press has not published any new material this year. The Jump-McKillop lectures, "Legislative-Executive Relationships in the Government of the United States" were reprinted.

The Graduate School is no longer co-owner of the book, THE SPIRIT AND PHILOSOPHY OF EXTENSION WORK. By mutual agreement between the Graduate School and the Epsilon Sigma Phi Fraternity the remaining copies were transferred to the Fraternity.

Two new publications are planned for 1959-60:

1. The Presentation Chart: Its Use and Its Preparation - A helpful guide for program and management officers in planning visual presentations, and especially for the graphics personnel who produce them.

2. The International Age in Agriculture - 1959 - This publication will include the lectures and discussions from the 1959 Fall Lecture Series on "The International Age in Agriculture".

The Graduate School Bookstore

The Bookstore is operated as a service to the students, the faculty, and the committee members. Although its net profit is not sufficient to cover the expense of its operation, it is a service that must be given to support the resident and the correspondence programs.

A cash register was installed in the bookstore this summer. This register not only records the type of merchandise sold, but it shows the total sales within each category.

The Graduate School Library

Most of the 2000 volumes in the Graduate School Library Collection have been purchased by the Graduate School. These books are on reserve for Graduate School students and faculty. The budget provides for the purchase of approximately 150 volumes annually. Sixty shorthand and foreign languages records were added to the collection this year.

The USDA Library catalogues the books and serves the Graduate School students and faculty.

Instruction Improvement Activities

Monthly Faculty Luncheons

Faculty Luncheons were conducted during the year with discussions covering a wide range of topics designed to broaden the interests and knowledge of faculty and committee members and to improve instruction and promote fellowship and personal identity with the Graduate School.

Faculty Workshop on "How We Teach" conducted at Kenwood Country Club

In January a Faculty Workshop on "How We Teach" was planned and conducted at the Kenwood Country Club. All who attended and participated were very enthusiastic as to its benefits. The Proceedings were mimeographed and distributed to those faculty members unable to attend and to others interested in the Graduate School.

Faculty Newsletter

Monthly Newsletters continued to be published to keep the faculty and others apprised of the activities of the school.

Annual Faculty Dinner

An annual dinner meeting for faculty and committee members was given at the Press Club to launch the new school year. Nearly 300 attended as guests of the General Administration Board. Mr. Robert J. Blakely, Vice President of the Fund for Adult Education, was the guest speaker. Twenty-year Length of Service Awards were given to faculty members and certificates of accomplishment were given to deserving students. The faculty members receiving the twenty-year awards were: Dr. James P. Cavin, Mr. R. G. Hainsworth, Mr. M. L. Wilson, Dr. Bennett S. White, Jr.

Visuals Aids

Badly needed visual aids which were purchased to strengthen instruction included new chalkboards; 2 movie projectors and 2 aluminum portable chart and pad holders.

Looking Ahead

For this coming year we have set the following goals:

1. To continue, extend, and improve the regular educational program.
2. To explore and develop special courses that will meet the particular needs of the Federal Government.
3. To interpret the unique role of the Graduate School to the Department of Agriculture employees, to other Federal workers, and to the general public.

We hope to extend our program by improving the communication between the faculty, committee members, students, Department of Agriculture personnel, and the general public through workshops, lectures, luncheons, annual dinner meeting and by attending educational conferences.

We believe that the 10 per cent increase in faculty honoraria will have a good psychological effect on our faculty. This decision has the added advantage of bringing our pay rate up to minimum standards of other institutions of higher learning in this area. It is hoped this increase can be absorbed without changing the registration fees of the regular program.

We are working with a high level ad hoc committee that will assist in identifying and suggesting areas to be explored in moving toward our second major goal. We are planning to meet with the Employee Development Officers, the Inter-Agency Advisory Group, and our present committees, in securing suggestions for training ideas, committee members, and faculty.

We hope to reach our third major goal, interpretation, through (1) cooperating with other educational institutions in common projects such as the Adult Education Club of Washington, and seminar programs on adult learning, (2) inviting representatives from other insitutions to visit our school, and (3) using our annual dinner and faculty luncheons for programs which will insure that our own people understand what we are trying to do and will reflect the fine spirit which has been the tradition of the Graduate School of the U. S. Department of Agriculture.

GRADUATE SCHOOL
United States Department of Agriculture

Comparative Statement of Financial Condition
Years Ended August 31, 1959, 1958, and 1957

BALANCE SHEET

ASSETS

Cash on hand and in Bank.....	\$ 8,708.35	\$ 16,130.55	\$ 3,398.76
Investments:			
Building and Loan Shares.....	125,886.89	135,995.16	82,187.90
U. S. Savings Bonds.....	81,365.00	79,195.00	77,315.00
Accounts Receivable.....	9,646.84	2,421.77	4,251.51
Book Inventory and Furniture.....	5,141.88	4,048.70	4,238.99
Publications Revolving Fund.....	16,381.50	15,926.95	15,097.28
Total Assets.....	<u>\$247,130.46</u>	<u>\$253,718.13</u>	<u>\$186,489.44</u>

LIABILITIES

Notes Payable.....	\$ 8,000.00	\$ 26,000.00	\$ -----
Other Current Liabilities.....	15,849.00	17,948.11	1,085.78
Trust Accounts.....	-----	-----	-----
Publications Revolving Fund.....	524.73	599.55	393.76
Total Liabilities.....	<u>\$ 44,373.73</u>	<u>\$ 44,547.66</u>	<u>\$ 1,479.54</u>

NET WORTH

School Operations.....	\$206,878.58	\$193,843.07	\$170,280.13
Publications Revolving Fund.....	15,878.15	15,327.40	14,729.77
Total Net Worth.....	<u>\$222,756.73</u>	<u>\$209,170.47</u>	<u>\$185,009.90</u>
 Total Liabilities and Net Worth.	<u><u>\$257,130.46</u></u>	<u><u>\$253,718.13</u></u>	<u><u>\$186,489.44</u></u>

STATEMENT OF INCOME AND EXPENSE

INCOME

Tuition - Net after refunds.....	\$221,259.50	\$219,669.80	\$185,899.67
Sale of Books and Publications--Net	4,679.25	4,186.14	3,270.79
Income from Investments.....	8,024.23	5,623.10	4,210.55
Miscellaneous Income.....	808.78	1,048.53	3,076.33
Total Income	<u>\$234,771.76</u>	<u>\$230,527.57</u>	<u>\$196,457.34</u>

EXPENSE

Administrative Salaries.....	\$ 72,804.12	\$ 64,666.16	\$ 63,806.49
Instruction Salaries.....	96,960.51	99,460.39	84,782.30
Other Personal Services.....	6,897.73	7,198.65	6,637.69
Miscellaneous Operating.....	46,095.67	35,639.43	19,244.91
Total Expense.....	<u>\$222,758.03</u>	<u>\$206,964.63</u>	<u>\$174,471.39</u>
Net Income (or Loss) for Year..... ¹	<u>\$ 12,013.73</u>	<u>\$ 23,562.94</u>	<u>\$ 21,985.95</u>

¹ Miscellaneous operating expenses includes an estimate of \$7,000 for remodeling office quarters.

GRADUATE SCHOOL
United States Department of Agriculture
Comparative Statement of Financial Condition
For the Years Ended August 31, 1953, 1952, and 1951

BALANCE SHEET

ASSETS

Cash on hand and in bank.....	\$ 8,758.32	\$ 16,150.55	\$ 3,355.76
Investments.....	122,885.59	132,092.16	82,187.90
Building and Loan Shares.....	61,362.60	79,192.07	77,312.00
U. S. Savings Bonds.....	9,648.86	5,621.77	6,251.25
Accounts Receivable.....	5,141.88	4,040.70	4,328.99
Stock Inventory and Furniture.....	16,381.50	12,352.92	12,007.28
Publication Revolving Fund.....	200,120.68	227,719.12	210,000.00
Total Assets.....			

LIABILITIES

Notes Payable.....	\$ 0,000.00	\$ 25,000.00	
Other Current Liabilities.....	12,849.00	17,900.11	1,082.32
Trust Accounts.....	827.77	299.22	299.22
Publication Revolving Fund.....	200,120.68	227,719.12	210,000.00
Total Liabilities.....			

NET WORTH

School Operations.....	\$208,798.58	\$457,842.07	\$170,280.13
Publication Revolving Fund.....	12,849.12	12,312.90	12,007.28
Total Net Worth.....	\$221,647.70	\$470,154.97	\$182,287.41
Total Liabilities and Net Worth.....			

STATEMENT OF INCOME AND EXPENSE

INCOME

Tuition - net after refunds.....	\$221,259.50	\$219,600.80	\$182,899.07
Gifts of Books and Publications-net	4,679.22	4,192.14	3,270.72
Income from Investments.....	8,026.23	2,627.10	4,210.22
Miscellaneous Income.....	508.76	1,047.23	3,610.21
Total Income.....	\$234,473.71	\$227,467.27	\$193,990.22

EXPENSE

Administrative Salaries.....	\$ 72,604.12	\$ 64,686.16	\$ 52,806.49
Instruction Salaries.....	35,980.21	31,420.39	24,782.30
Other Personnel Salaries.....	6,897.73	7,190.62	5,671.40
Miscellaneous Compensation.....	16,082.67	12,670.62	10,000.00
Total Expense.....	\$131,564.73	\$115,967.79	\$92,260.19
Net Income (or Loss) for Year.....	\$102,908.98	\$111,500.48	\$101,730.03

1. Miscellaneous operating expenses included in salaries of \$1,000 for remodeling office quarters.